

June 2024

Reminders, Updates, & News

To find published newsletters, visit our ES Admin website: <https://www.sa.ucsb.edu/enrollment-services/resources/newsletters>

Reminders

Travel & Entertainment | Upcoming Training

Our Business and Financial Unit on campus recently announced the Finance 101 Summer Training Series. For Enrollment Services folks who frequently travel or host programmatic events, or supervise those who do, we recommend you register for the following courses:

Travelers: [University Travel & Concur](#) | Thursday, July 25, 2024 10:00 a.m. - Noon

Program/Event Coordinators: [Entertainment Policies & Procedures](#) | Tuesday, July 16, 2024 10:00 a.m. - Noon

Program/Event Coordinators: [Purchasing Fundamentals](#) | Tuesday, August 13, 2024 10:00 a.m. - Noon

Live Trainings/Training Schedule Linked Here: <https://financialtraining.ucsb.edu/trainings>

Resources: [Enrollment Services - Travel](#) | [Enrollment Services - Entertainment](#) | [Concur Knowledge Base Portal](#)

Travel & Entertainment | Reviewing Outstanding Expenses

The Travel/Entertainment Corporate Cardholder is solely responsible for the allocation of expenses to travel and entertainment expense reports. As cardholders, you are responsible for reviewing expenses posted to their Concur profile and allocate them to a travel expense report in a timely manner. To ensure you are not missing allocation to final expense reports, we recommend you review your Concur profile on a weekly basis.

Failure to submit a travel expense report in a timely manner may result in the suspension and/or cancellation of card privileges.

For any concerns regarding outstanding expenses in your Concur profile, connect with your direct supervisor to confirm a course of action to allocate the expenses as soon as possible.

This will allow you to move forward with your roles and responsibilities without risk of any interruptions.



Timekeeping | Upcoming Holiday

Biweekly Employees: Kronos Timecards for the pay period ending on 7/6/24 need to be approved before the end of your last shift of the pay period.

Managers: If you are out due to the holiday, you will need to have someone cover manager approvals on your behalf if they will not be able to approve timecards by Monday, July 9, 2024, at noon.

For those considering taking time off, contact [Kelly Casson](#), if you have any questions regarding your leave accruals.

Timekeeping | Graduating Student Staff

Students who graduated Spring quarter can only work 1 quarter after graduating. Any graduated students still active on your staff roster cannot work beyond Saturday, September, 14, 2024.

Updates

UC's 2024-25 Salary Program

The University of California will be implementing systemwide salary increases for the 2024-25 fiscal year. Please refer to the [June 3, 2024 memo from the Chancellor](#) and HR's communications on [Salary Increase Program Guidelines](#) for further details. Letter to ES staff regarding their new rates will be distributed in the upcoming weeks.

LAST CALL! Performance Evaluations | Policy-Covered (Represented) Staff

Performance evaluations for policy-covered staff will be due by June 30, 2024. Supervisors, it is time to communicate the evaluation process with your policy-covered staff. Once the process is complete, you will need to provide the employee with a signed copy of the evaluation and forward another signed copy to [Leilani Borrego](#) to include in the department's employee personnel file.

Resources: [HR Performance Development for Represented Staff](#) | [Performance Eval Form Represented Staff](#)



News

ES Training Series

Enrollment Services started a new training/informational session series where we invite folks from campus departments to talk about their services or to provide refresher training on a wide variety of topics to our ES Staff. We intend to hold space for these sessions on a quarterly basis and hope that interested folks attend. Our next session is Travel & Entertainment on September 11. If you did not receive the calendar invite, please let me, [Leilani Borrego](#), know.

**New Staff in Enrollment Services!**

[Betssy Valencia](#) joined the Office of Financial Aid & Scholarships as a new *Financial Aid Advisor*!
Their first day was Monday, June 10, 2024.

[Alondra Rojas](#) joined the Early Academic Outreach Program as a new *College-Site Coordinator for Del Sol High School*!
Their first day was Monday, June 17, 2024.

We are happy to have you all join our ES Team!

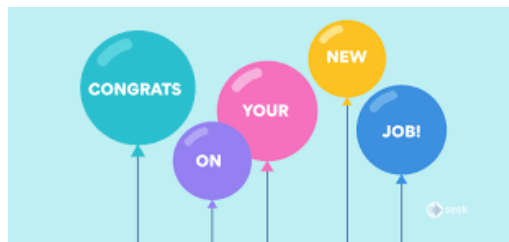
ES Staffing Updates

[Alexis Guerra](#) has accepted the role of *Fiscal Analyst 3* for the Office of Financial Aid & Scholarships!
Their first day in their new role was on Monday, June 24, 2024.

[Benito Zaragoza](#) has accepted the role of *Scholarship Advisor* for the Office of Financial Aid & Scholarships!
Their first day in their new role was on Monday, June 24, 2024.

[Christina Gutierrez](#) has accepted the role of *Work Study Coordinator* for the Office of Financial Aid & Scholarships!
Their first day in their new role was on Monday, June 24, 2024.

ES Admin Unit: [Alyssa Saavedra](#) has accepted a new position with the Phelps Administrative Support Center (PASC).
Their last day with our unit is Friday, July 5, 2024.





Please join me in congratulating Lisa Przekop, Executive Director of the Office of Admissions, and wishing her a very Happy Retirement...

After 11 years of distinguished leadership of our Admissions Office, and nearly 40 years of dedicated service to UC Santa Barbara, Executive Director of Admissions Lisa Przekop has decided to retire, **effective June 28, 2024**. During her time at UC Santa Barbara, Lisa has impacted countless lives and established herself as one of the nation's most accomplished admissions professionals. Additionally, her work with the Guardian Scholars program was impactful and life changing for so many. Lisa will be missed, but she leaves behind a strong management team who will continue the world-class services we have all become accustomed to seeing. We all wish you the best, Lisa!

